

**STATE OF ARKANSAS**  
**EXECUTIVE DEPARTMENT**  
**PROCLAMATION**

EO 99-04

TO ALL TO WHOM THESE PRESENTS COME — GREETINGS:

AN EXECUTIVE ORDER MANDATING UTILIZATION OF THE ARKANSAS GOVERNMENT JOBS WEBSITE TO ADVERTISE JOB OPENINGS.

WHEREAS, it is the policy of this administration to ensure equal opportunities in the recruitment and selection for all state jobs; and

WHEREAS, the Arkansas Employment Security Department has established the Arkansas Government Jobs website, a one-stop, on-line resource, for Arkansas citizens to access information regarding state government job opportunities in Arkansas;

NOW, THEREFORE, I, Mike Huckabee, Governor of the State of Arkansas, acting under the authority vested in me, do hereby order:

1. That all state offices, departments and agencies, unless granted an exception by the Department of Finance and Administration, shall utilize the Arkansas Government Jobs website of the Arkansas Employment Security Department to advertise all job vacancies for classified employee positions, as defined by the Uniform Classification and Compensation Act (Arkansas Code Annotated §§ 21-5-201 through 219). Before a job vacancy is filled, all managerial or professional classified positions shall be advertised for a minimum of ten working days and all other positions shall be advertised for a minimum of five working days.

2. That all state offices, departments and agencies utilizing the Arkansas Government Jobs website shall maintain their job vacancy postings to the website with accurate and current information.

3. That all state offices, departments and agencies, unless granted an exception by the Department of Finance and Administration, shall accept employment applications submitted on the Arkansas Government Jobs website by job seekers. Applicant concerns regarding the posting and filling of job vacancies will be referred to the Department of Finance and Administration, Office of Personnel Management for investigation, with findings reported to the Governor.

4. That all state offices, departments and agencies submit requisitions to fill vacant positions to the Department of Finance and Administration, Office of Personnel Management, for consideration by the Governor's Hiring Freeze Review Committee. Job vacancies may not be advertised without approval of the Governor's Hiring Freeze Review Committee.

5. That all state offices, departments and agencies, in compliance with Ark. Code Ann. § 21-5-207(a)(8)(A)(B), certify that the qualifications of persons appointed to state positions meet or exceed the minimum qualifications as stated on the class specification. If a determination cannot be made concerning an applicant's minimum qualifications, a request for review may be submitted to the Department of Finance and Administration, Office of Personnel Management.

6. That the Arkansas Employment Security Department and the Department of Finance and Administration, may promulgate rules, regulations, policies and/or procedures for the implementation and administration of this order.

7. The provisions of this Order shall not apply to the members of the Legislature, or to any employees of, or position in the Legislative branch of Arkansas State Government; the Justices of the Supreme Court, Judges of the Courts of Appeal, Judges of the Inferior Courts, or to any employee of, or position in the Judicial branch of Arkansas State

Government; officers, employees, and academic personnel of State Institutions of Higher Education; elective officers of the State and any employee of the offices of Governor, Lieutenant Governor, Attorney General, Secretary of State, State Auditor, Land Commissioner, State Treasurer; and members and staff of multimember boards, commissions, or committees whether the members thereof are elected or appointed by the Governor or other authority, serve ex-officio, or are otherwise chosen; employees of the Arkansas Highway and Transportation Department, and the Arkansas Game and Fish Commission; provided however, that any agency, department, board, commission, or office of state government exempted as herein above stated may voluntarily agree to be covered by the provisions of this Order.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Arkansas to be affixed at the Capitol in Little Rock on this 7th day of September in the year of our Lord, nineteen hundred ninety-nine.



---

GOVERNOR MIKE HUCKABEE

---

SECRETARY OF STATE SHARON PRIEST